## MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY HOUSING CHOICE VOUCHER PROGRAMS

### **Completing the Waiting List Pre-Application for Homeless Applicants**

Note: This process should only be followed after the applicant has been verified as homeless using MSHDA's Homeless Preference Pre-Application Checklist.

Website: <a href="https://webapp.mshda.cgi-bps.com">https://webapp.mshda.cgi-bps.com</a>

1. Enter the applicant's Social Security number twice.

Please enter your SSN twice	to get started:		
	$\leftarrow$		
Continue			
			Agent Use Onl

2. Enter the assigned code for the county you have selected in the "Agent Use Only" box.

This code must be entered in order for the homeless preference to be assigned to the applicant.

Please enter your SSN twice to get started:			
Continue			
			Agent Use Only

3. Click the Continue button.

If there are any errors in what has been selected or entered, the error will be explained in red text on the page. These errors must be resolved before moving forward.



**4.** After clicking Continue, you will be taken to the Pre-Application.

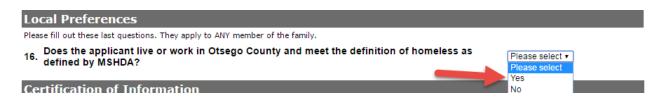


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**5.** Fill in the Pre-Application items #1 - #15.

The email address is not required, but it is preferred if it is available.

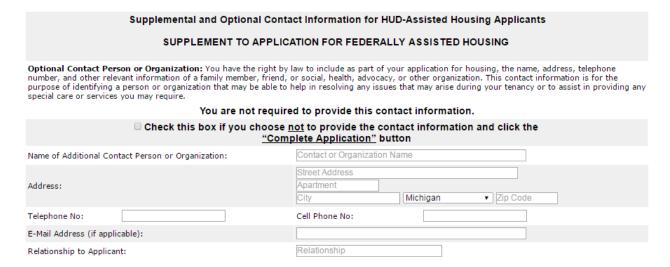
**6.** Local Preferences (item #16) – **Select Yes**. Yes must be selected to grant the homeless preference.



7. Complete the three certifications. The applicant must be notified of these certifications.

# Certification of Information WARNING: TITLE 18, SECTION 1001 OF THE UNITED STATES CODE STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE OR FRAUDULENT STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AND SHALL BE FINED NOT MORE THAN \$10,000 OR IMPRISONED FOR NOT MORE THAN FIVE YEARS OR BOTH. I understand that any misrepresentation of information or failure to disclose information requested in this application may disqualify me from consideration for admission or participation and may be grounds for eviction or termination of assistance. I do hereby certify that the above information is true, accurate, and complete to the best of my knowledge. I understand that it is my responsibility to keep my application information current with the Michigan State Housing Development Authority. (All information must be provided to the Michigan State Housing Development Authority in writing or through Applicant Portal).

**8.** If the applicant has a specific person or caseworker that assists them with paperwork and communication other than the HARA placing them on the waiting list; that person's contact information should be entered into the supplemental contact form. If there is not a specific person assisting the applicant with these tasks, check the box to not provide this information.



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**9.** Click the Complete Application button once all the data is entered.

If there are any errors in what has been selected or entered, the error will be explained in red text on the page. These errors must be resolved before moving forward.

**10.** If the application has been processed without error, the confirmation page will be shown. This page will only be shown for two minutes.

The page must be printed within this two minute period. A copy of the confirmation page should be supplied to all applicants. The page cannot be recreated.